

RISK MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Risk Management Coordinator exists is to perform a broad range of risk management functions directing and coordinating accident safety and loss control activities for all City Departments in the Risk Management Department. This classification is not supervisory. Work is performed under general supervision by the Risk Services Manager.

ESSENTIAL FUNCTIONS

Assists with Citywide safety administrative and field tasks as assigned.

Conducts safety inspections, investigates vehicle accidents and employee injuries.

Develops and coordinates safety training.

Serves as a technical safety resource for City employees to assist and guide management in resolving safety problems and/or developing safe work procedures and guidelines.

Drafts written programs to ensure city compliance with Federal, State and local safety standards.

Shares in after-hours call-outs for accidents involving serious injuries to employees, damage to City property or possible City liability as required or assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles of Risk Management and workers compensation laws and procedures.

The principles, practices, and laws relating to industrial safety concepts.

Developing and delivering safety presentations.

Ability to:

Work a flexible 24 hour schedule to be available to meet with city staff at accident sites located outside or inside buildings, in small or confined areas, and on top of buildings.

Operate a variety of standard office equipment including a computer and a variety of computer software, copy and facsimile machines, and telephone requiring manual dexterity with continuous and repetitive arm or hand and eye movement.

Communicate effectively (verbally and in writing).

Establish and maintain effective working relationships with co-workers, vendors and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in safety, risk management, or a related field, and a minimum of three years experience in business or public administration and administering safety and loss control programs or equivalent relevant experience.

Must have a current, valid Arizona driver's license and no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified